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JOINT TRAINING COMMITTEE MEETING  
 7 February 1950

Present:

25X1A9a

[redacted], Colonel  
 at the  
 meeting after discussion of the first item reported  
 in the minutes.

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 1. Technical Equipment for Assessment Staff. [redacted] 25X1A9a presented for approval a request for sound proofing and recording equipment to be installed in Building 14 for the Assessment Staff. One point that he felt should be settled before the equipment was installed was the question of permanent quarters for the Assessment Staff. It was Mr. [redacted] 25X1A9a opinion that this was the concern of the Services Division since that office is the one that is in charge of both the installation of such equipment and of office moves. After considerable discussion it was decided that before final approval of this project a complete cost estimate should be made by Mr. [redacted] office (Services Division) in conjunction with Mr. [redacted] of the Surveillance Section, OSO stating in detail how much the equipment and installation will cost, where it is coming from specifically, how it will operate etc. [redacted] was 25X1A9a instructed to discuss this matter with Mr. [redacted] and to arrange a meeting of all concerned persons to review the project. 25X1A9a

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 2. Training Estimates for 1950. [redacted] 25X1A9a reported that the numbers of persons going through training are not up to the estimates previously made by OSO and OPC. Mr. [redacted] stated that shortly OSO will have many field returnees entering training. Mr. [redacted] thought that OPC trainees would also increase in the near future, although they might not come up to the estimates. He stated that steps have been taken in OPC both to speed up the recruitment program of Personnel and to encourage the entrance of staff personnel already on board into training. Presently COS is working on the inauguration of a plan for compulsory training of all OPC personnel. Mr. [redacted] also thought this lull in certain courses might be used to survey existing training in order to make improvements and changes.

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 3. Joint Training Committee Meetings. It was agreed that regularly scheduled meeting of the Joint Training Committee will be held every other Thursday at 2:00 p.m., although such meetings may be cancelled or called more frequently as indicated. [redacted] will prepare the agendas for these meetings and submit them to Mr. [redacted] on the 25X1A9a Tuesday preceding each meeting for their suggestions. The next meeting will be at 2:00 p.m. on Thursday, 23 February.

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4. Student Comment Sheet. [redacted] reported that TRD has prepared a Comment Sheet for use by students going through training. It is to be distributed at the end of the Advanced Operations Course to those completing the training process and will be sent directly in a sealed envelope to Chief, TRD. It will not be seen by instructors or course chiefs and will not affect students' evaluations in any way, thus encouraging the students to be completely frank in their comments. The purpose of the Comment Sheet will be to solicit opinions as to caliber of instruction, type of material used in the courses, suggestions for improvement of curriculum, etc.

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5. TRD Budget. Mr. [redacted] stated that they had received no further word on the proposed amalgamation and in their opinion TRD should go ahead with work on the budget without waiting for the amalgamation decision. Mr. [redacted] stated that OPC training funds could be drawn upon in the preparation of the budget.

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[redacted] requested that he be named approving officer for OPC in the same way as he is for OSO. Mr. [redacted] requested that a memorandum stating this request be forwarded to him including a breakdown of the types of expenditure, by categories, he has sole authority for in OSO and the types which require concurrence of EXO/OSO or ADSO.

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6. Personnel. [redacted] reported that TRD is getting clerical personnel although it still has several openings for stenographic assistance. However, instructors for both the Operations Course and the Advanced Operations Course are still urgently needed. OSO has received some of the lists of returning field personnel and will screen to see if any qualified instructors can be made available.

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7. FSI Language Training. [redacted] presented Mr. [redacted] and Mr. [redacted] with a memorandum written by Administrative Officer, TRD stating the difficulties encountered by TRD in FSI language training for OSO and OPC students. Quite often special courses are set up and last minute cancellation by branches cause considerable embarrassment for TRD. In addition, [redacted] is often broken by branches recalling them from class for a day or longer. Mr. [redacted] announced they would circulate a memorandum to their branch chiefs calling attention to these problems.

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8. Training. Mr. [redacted] raised the question of reciprocal arrangements with the [redacted] in training. He stated that those OSO and OPC students who had attended [redacted] training had received board and lodging and inquired what arrangements CIA would offer to [redacted] students participating in TRD instruction. Mr. [redacted] requested that a memorandum stating what facilities were made available by the [redacted] to US students be presented and then they could come up with a recommendation.

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9. Secretarial Assistance for Advanced Specialized Training.

25X1A9a Mr. [REDACTED] stated the problem of getting the two-week seminar on USSR operations reduced to manuscript for future presentation of the USSR Course. This course is the first of this type to be run and it is important that it be reproduced for use in future courses. It was requested that OSO or OPC detail two girls for a two-week period to work on this material.

25X1A9a Mr. [REDACTED] will try to secure the stenographic assistance requested.

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